

Spring 2024 Cooperating Teachers

Many thanks for the guidance, support, and assistance you'll be providing our student teacher this semester. Please read this important information regarding your supervisory role:

Co-teaching Training Requirement

If you have never completed the **state-mandated co-teaching training**, we have sent you instructions. The modules must be completed in a timely manner, per state regulations.

Shaping Effective Teaching – Student Teaching Handbook

If you haven't already, **please read our 2023-24 handbook**. It outlines expectations and guidelines for all members of the student teaching triad, and it also contains helpful resources: <https://education.uky.edu/ocp/resources/> (click link in the 4th bullet of the "All" section).

EPSB Payment to Cooperating Teachers

EPSB uses an online voucher system to process payments to Kentucky teachers.

1. **Now**: Update your name and contact information in the EPSB system by visiting their website <http://www.kyepsb.net>, and clicking the link at the top labeled "EPSB Account". Select the login link in the green box on the left.
 - EPSB asks that you use your work email address in your profile.
 - If you need an account, you can register from the login page. For assistance contact brandon.harrod@education.ky.gov.
2. **Verify the accuracy** of your electronic voucher(s): names of ST/CT/school, and placement dates. If accurate, click to submit the voucher(s). If any of the information is inaccurate, alert william.forker@uky.edu so he can make changes BEFORE you submit. Do not reject the voucher! You will also be notified when your voucher is ready for signature, when you sign into your EPSB account, new action items will show on your dashboard.

Performance Evaluation of Student Teacher (ST)

As a cooperating teacher, **you are required to evaluate your student teacher's progress in the classroom**. We have transitioned away from both OTIS and AEFIS. You will receive further information about our assessment data storage system once the semester is underway.

Tuition Waiver

In addition to the payment mentioned above, Kentucky teachers are eligible for tuition waivers at Kentucky's state universities. If claiming the waiver at UK, visit this website for more info: <https://education.uky.edu/research/tuitionwaiver>. For other institutions, contact the specific university or visit <http://www.epsb.ky.gov/mod/page/view.php?id=142>.